

MCTime Timekeeping Guidance for Delayed Opening/Early Closure

Note: This guidance does not apply to periods covered by a General Emergency or Liberal Leave.

Expectations for Reporting to Work during weather related events during the COVID response:

- Employees who worked scheduled hours during any portion of the facility closures should code their timecard using the pay code **Hours Worked**.
 - Essential employees scheduled to work onsite are required to report to work as scheduled. Essential employees who began working at their normally scheduled time should enter the pay code **Hours Worked**.
 - Essential employees scheduled to telework are required to continue to work remotely as scheduled, unless instructed by their supervisor to report to the worksite. Essential employees who began teleworking at their normally scheduled time should enter the pay code **Hours Worked**.
 - Non-essential employees scheduled to telework are required to continue to work remotely as scheduled. Non-essential employees who began teleworking at their normally scheduled time should enter the pay code **Hours Worked**.
- Non-essential employees scheduled to work onsite:
 - Who are already telework-approved may telework, with their supervisor's approval, and telework for regularly scheduled hours.
 - Who are not telework-approved are required to report to work at the opening time.
 - Who are scheduled to travel to an alternate worksite should telework at their regularly scheduled report time, and report to the work site at the opening time.

Non-essential employees who were scheduled to work and did not report to work due to **Liberal Leave** or pre-approved leave, are not eligible for Administrative Leave. Administrative Leave is only available to employees to excuse time, due to the Delayed Opening Status, after they report to (or for Early Closure, have left) the work site.

Non-essential employees who were scheduled to report to a physical work location and did not report due to facility closures, including the delayed opening, are eligible for Administrative Leave. Non-essential employees should use the pay code **Admin Leave - Cnty Facility Clsd** to record the number of scheduled hours that were not worked, due to the closure of the facility.

- Employees already on pre-scheduled leave the day of the facility closure are to use their accrued leave as originally planned for that day.
- Employees on a Regular Scheduled Day Off (RSDO) who did not work are not impacted by a delayed opening /early closure.
- Employees who were directed to work additional hours at the request of their supervisors will be paid in accordance with the provisions of the Personnel Regulations or governing Collective Bargaining Agreement.

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Example – Delayed Opening

Delayed Opening (facility closure): County facilities open late due to inclement weather.

- Eligible employees use the pay code ***Admin Leave - Cnty Facility Clsd*** to be paid from the time their shift was scheduled to begin until the time County facilities opened.

For example, during a Delayed Opening, if the County opens at 10 a.m., the time between the employee's scheduled start time and the time the County opened at 10 a.m. should be charged to ***Admin Leave - Cnty Facility Clsd*** by the employee when completing his/her timecard. For example:

Employee's Normal Scheduled Start Time:	Time Affected by Delayed Opening:	Amount of <i>Admin Leave - Cnty Facility Clsd</i> for Delayed Opening
7:00 a.m.	7:00 a.m. – 10:00 a.m.	3 hours
8:00 a.m.	8:00 a.m. – 10:00 a.m.	2 hours
9:00 a.m.	9:00 a.m. – 10:00 a.m.	1 hour

Example – Early Closure

Early Closure (facility closure): County facilities close early due to inclement weather.

- Eligible employees who are working at a County facility at the time the County closes facilities receive Administrative Leave from the time of closure until the end of their scheduled shift. Use of accrued leave is not required.
- Eligible employees who are scheduled to work a shift during the facility closure receive Administrative Leave for their scheduled shift. Use of accrued leave is not required.

During an Early Closure, if the County closes early at 3 p.m., the time between the employee's scheduled end time and the time the County closed at 3 p.m. should be charged to ***Admin Leave - Cnty Facility Clsd*** by the employee when completing his/her timecard. For example:

Employee's Normal Scheduled End Time:	Time Affected by Early Closure:	Amount of <i>Admin Leave - Cnty Facility Clsd</i> for Early Closure
3:30 p.m.	3:00 p.m. – 3:30 p.m.	0.5 hours
4:30 p.m.	3:00 p.m. – 4:30 p.m.	1.5 hours
5:30 p.m.	3:00 p.m. – 5:30 p.m.	2.5 hour

Questions

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